FACILITIES AND SERVICES

FM ONLINE
Room booking, Hospitality and Car parking

Version 0.1 21.02.13

C Birt

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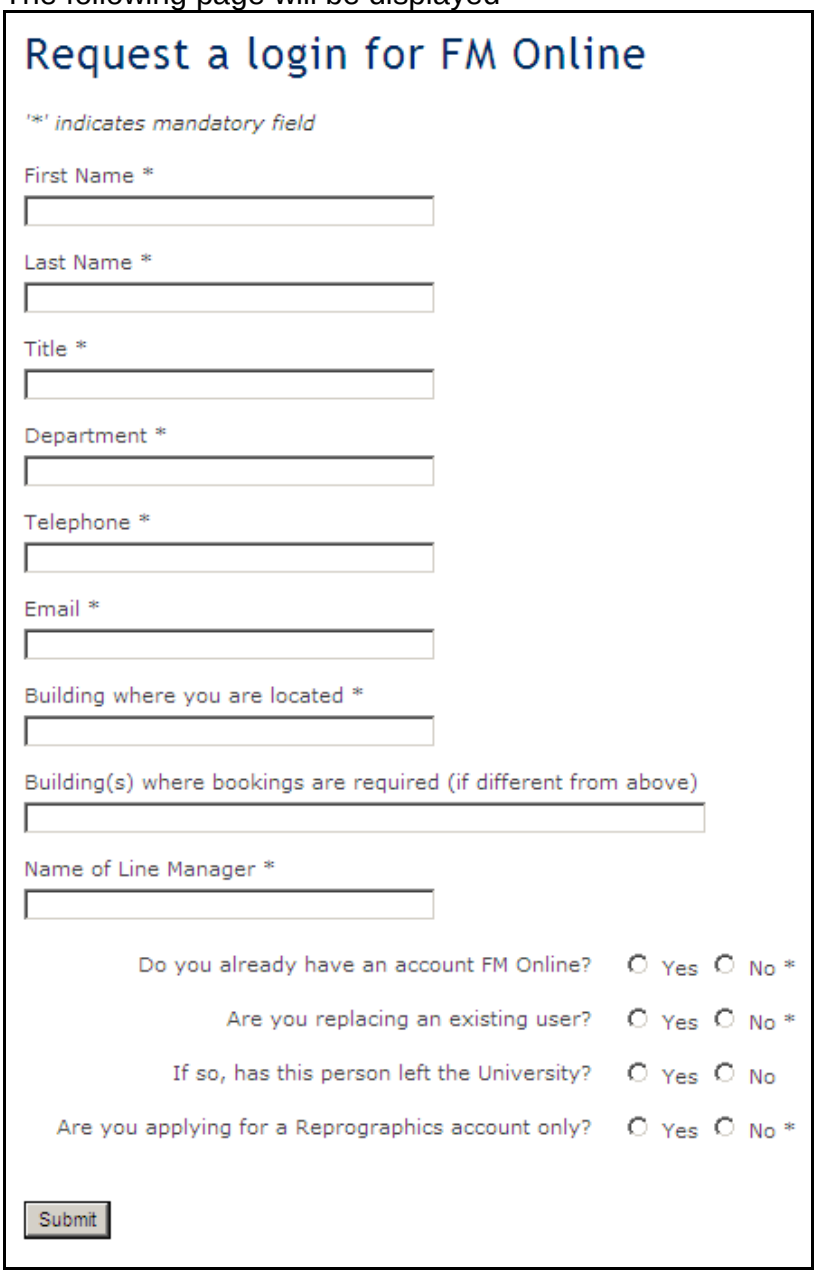
1.1 How to Request a Login to FM Online

To access the FM Online portal you will need a user name and password. Please refer to Estate Services website to complete the FM Online registration form to request your login details.

www.admin.ox.ac.uk/estates/fm/fmonline/registration/

The following page will be displayed

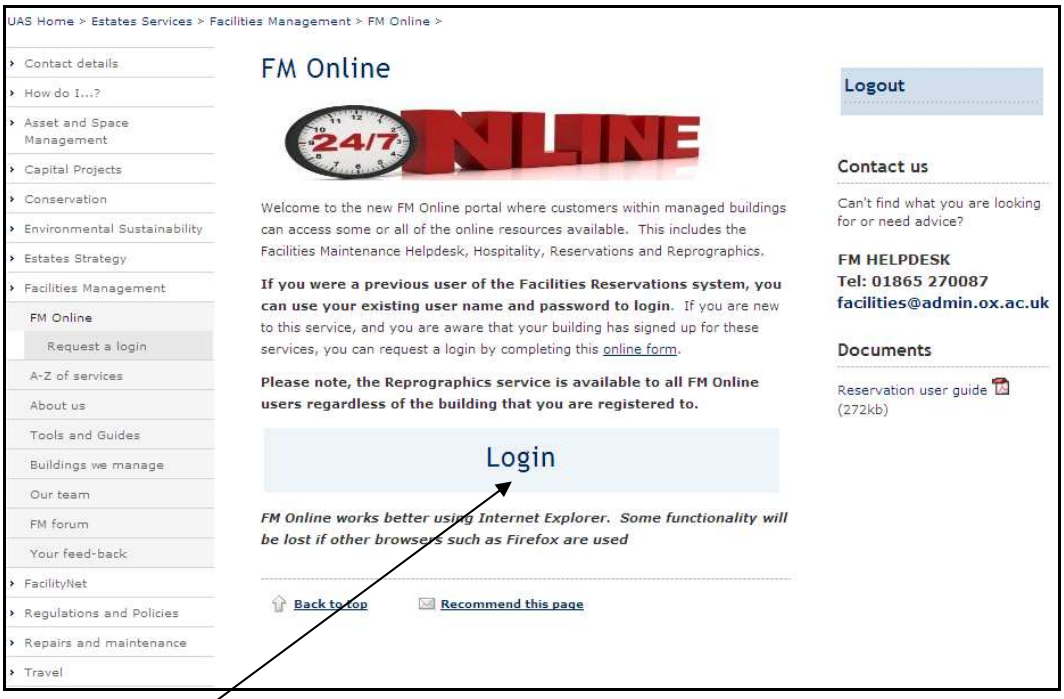

Request a login for FM Online
'*' indicates mandatory field
First Name *
Last Name *
Title *
Department *
Telephone *
Email *
Building where you are located *
Building(s) where bookings are required (if different from above)
Name of Line Manager *
Do you already have an account FM Online? Yes No *
Are you replacing an existing user? Yes No *
If so, has this person left the University? Yes No
Are you applying for a Reprographics account only? Yes No *
Submit

1.1.2 FM Online portal Login

Click on the following link to access the log in page:

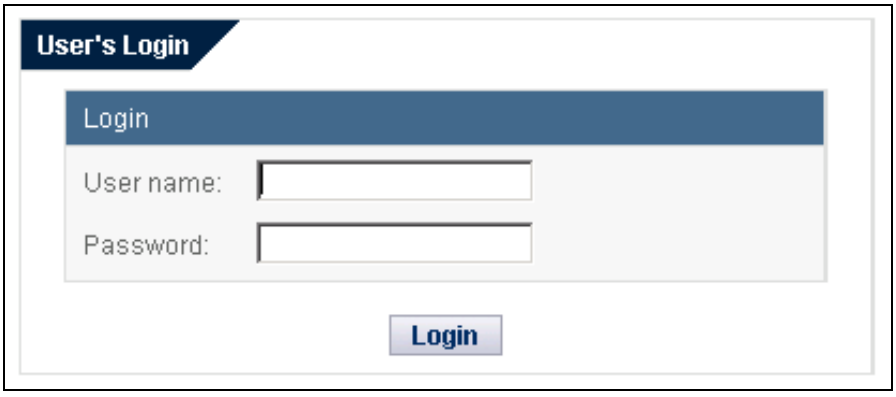
http://www.admin.ox.ac.uk/estates/fm/fmonline/

The following page will be displayed


UAS Home > Estates Services > Facilities Management > FM Online >
Contact details
How do I...?
Asset and Space Management
Capital Projects
Conservation
Environmental Sustainability
Estates Strategy
Facilities Management
FM Online
Request a login
A-Z of services
About us
Tools and Guides
Buildings we manage
Our team
FM forum
Your feed-back
FacilityNet
Regulations and Policies
Repairs and maintenance
Travel
FM Online
24/7 ONLINE
Welcome to the new FM Online portal where customers within managed buildings can access some or all of the online resources available. This includes the Facilities Maintenance Helpdesk, Hospitality, Reservations and Reprographics.
If you were a previous user of the Facilities Reservations system, you can use your existing user name and password to login. If you are new to this service, and you are aware that your building has signed up for these services, you can request a login by completing this online form.
Please note, the Reprographics service is available to all FM Online users regardless of the building that you are registered to.
Login
FM Online works better using Internet Explorer. Some functionality will be lost if other browsers such as Firefox are used
Back to top
Recommend this page
Logout
Contact us
Can't find what you are looking for or need advice?
FM HELPDESK
Tel: 01865 270087
facilities@admin.ox.ac.uk
Documents
Reservation user guide (272kb)

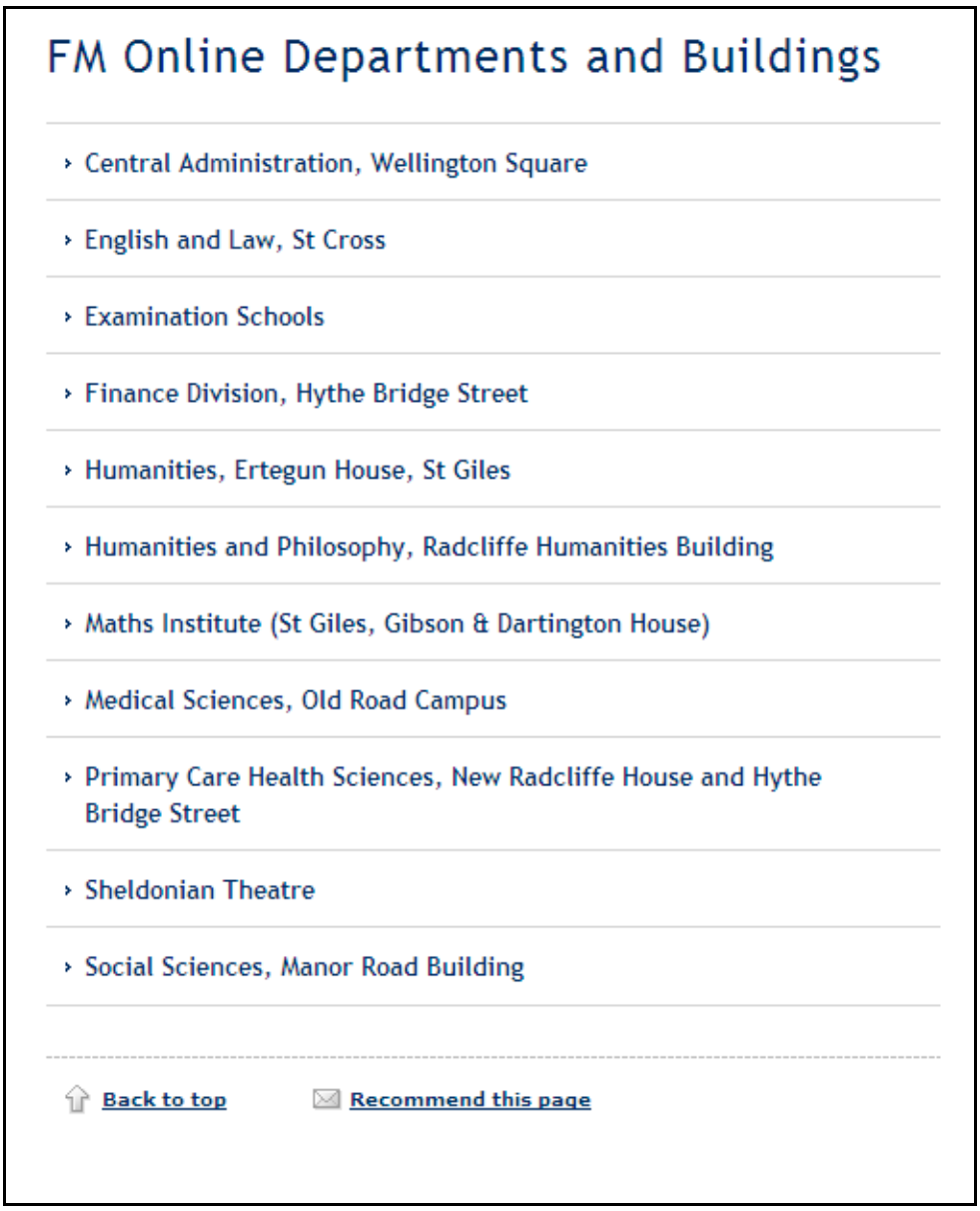
Click Login

Login page
Add your user name (format ASMITH) and password – **all upper case**

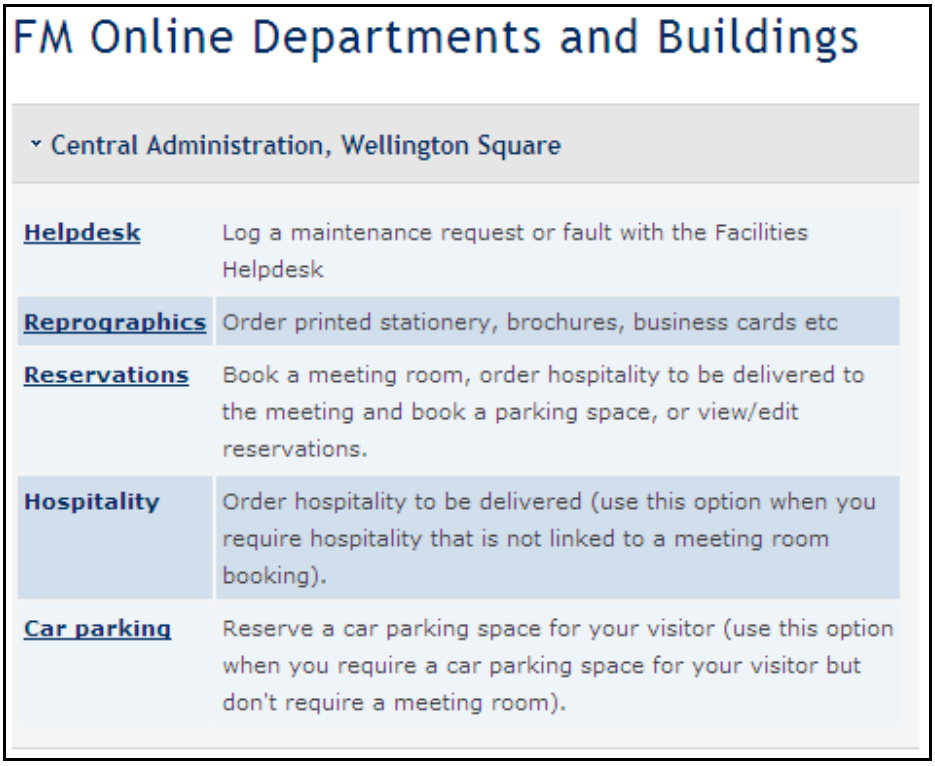


After successfully logging in you will be directed to the **FM Online Departments and Buildings** page.

Click on the link of the department/building relevant to you.


FM Online Departments and Buildings
Central Administration, Wellington Square
English and Law, St Cross
Examination Schools
Finance Division, Hythe Bridge Street
Humanities, Ertegun House, St Giles
Humanities and Philosophy, Radcliffe Humanities Building
Maths Institute (St Giles, Gibson & Dartington House)
Medical Sciences, Old Road Campus
Primary Care Health Sciences, New Radcliffe House and Hythe Bridge Street
Sheldonian Theatre
Social Sciences, Manor Road Building
Back to top
Recommend this page

This will open as follows. *Note you may have more or less options than that shown in the example below*


FM Online Departments and Buildings
Central Administration, Wellington Square
Helpdesk
Log a maintenance request or fault with the Facilities Helpdesk
Reprographics
Order printed stationery, brochures, business cards etc
Reservations
Book a meeting room, order hospitality to be delivered to the meeting and book a parking space, or view/edit reservations.
Hospitality
Order hospitality to be delivered (use this option when you require hospitality that is not linked to a meeting room booking).
Car parking
Reserve a car parking space for your visitor (use this option when you require a car parking space for your visitor but don't require a meeting room).

There are a number of options available to you depending on what your building has implemented. For example

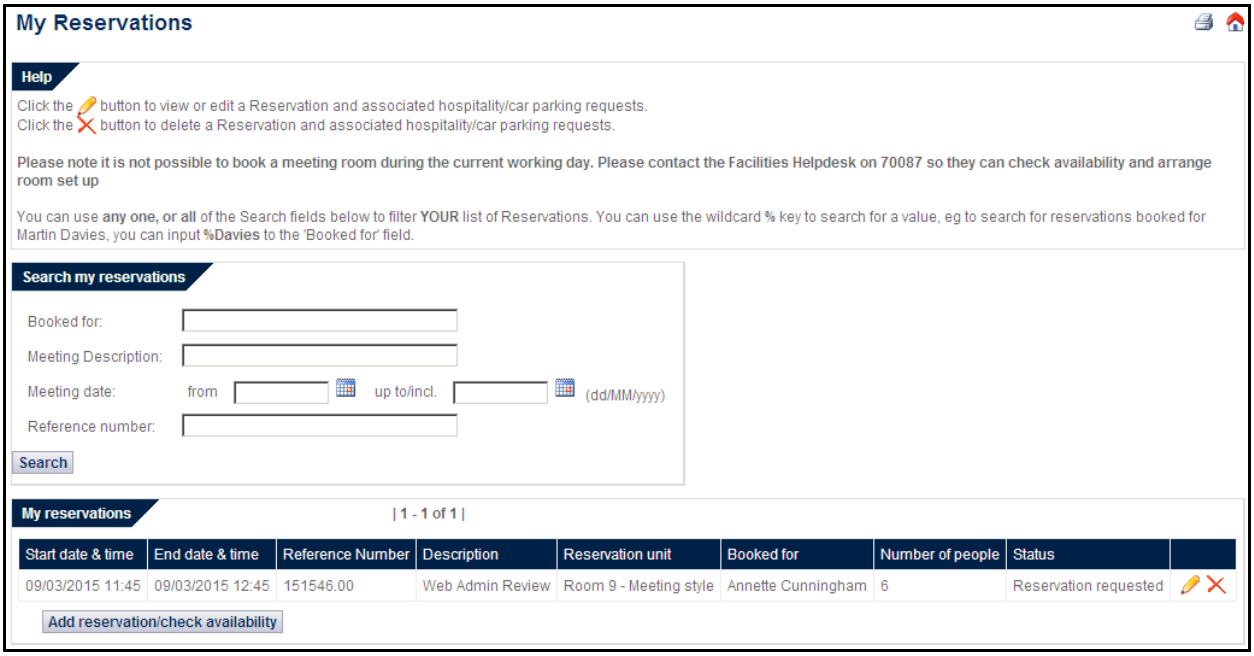
Reservations – book a meeting room, equipment, reserve car parking and order hospitality to be delivered to the meeting room
***Car parking** – reserve independent car parking for a visitor without a meeting room
Hospitality – request independent hospitality that is not linked to a meeting room.
Reprographics – this is available to all FM Online users. Your order will be processed by the Reprographics team based at Wellington Square.

***** *Use this option when a parking space is required <u>without</u> the requirement for a room booking. Use Option (a) if you are booking a meeting room and require car parking for one of the meeting attendees.*

1.2 Reservations – How to book a meeting room

Click on the **Reservations** Link

The following page will be displayed:


My Reservations
Help
Click the button to view or edit a Reservation and associated hospitality/car parking requests.
Click the button to delete a Reservation and associated hospitality/car parking requests.
Please note it is not possible to book a meeting room during the current working day. Please contact the Facilities Helpdesk on 70087 so they can check availability and arrange room set up
You can use any one, or all of the Search fields below to filter YOUR list of Reservations. You can use the wildcard % key to search for a value, eg to search for reservations booked for Martin Davies, you can input %Davies to the 'Booked for' field.
Search my reservations
Booked for:
Meeting Description:
Meeting date: from up to/incl. (dd/MM/yyyy)
Reference number:
Search
My reservations
| 1 - 1 of 1 |
Start date & time
End date & time
Reference Number
Description
Reservation unit
Booked for
Number of people
Status
09/03/2015 11:45
09/03/2015 12:45
151546.00
Web Admin Review
Room 9 - Meeting style
Annette Cunningham
6
Reservation requested
Add reservation/check availability

If you have many existing reservations which you wish to edit, view or delete use the **Search my reservations** option.

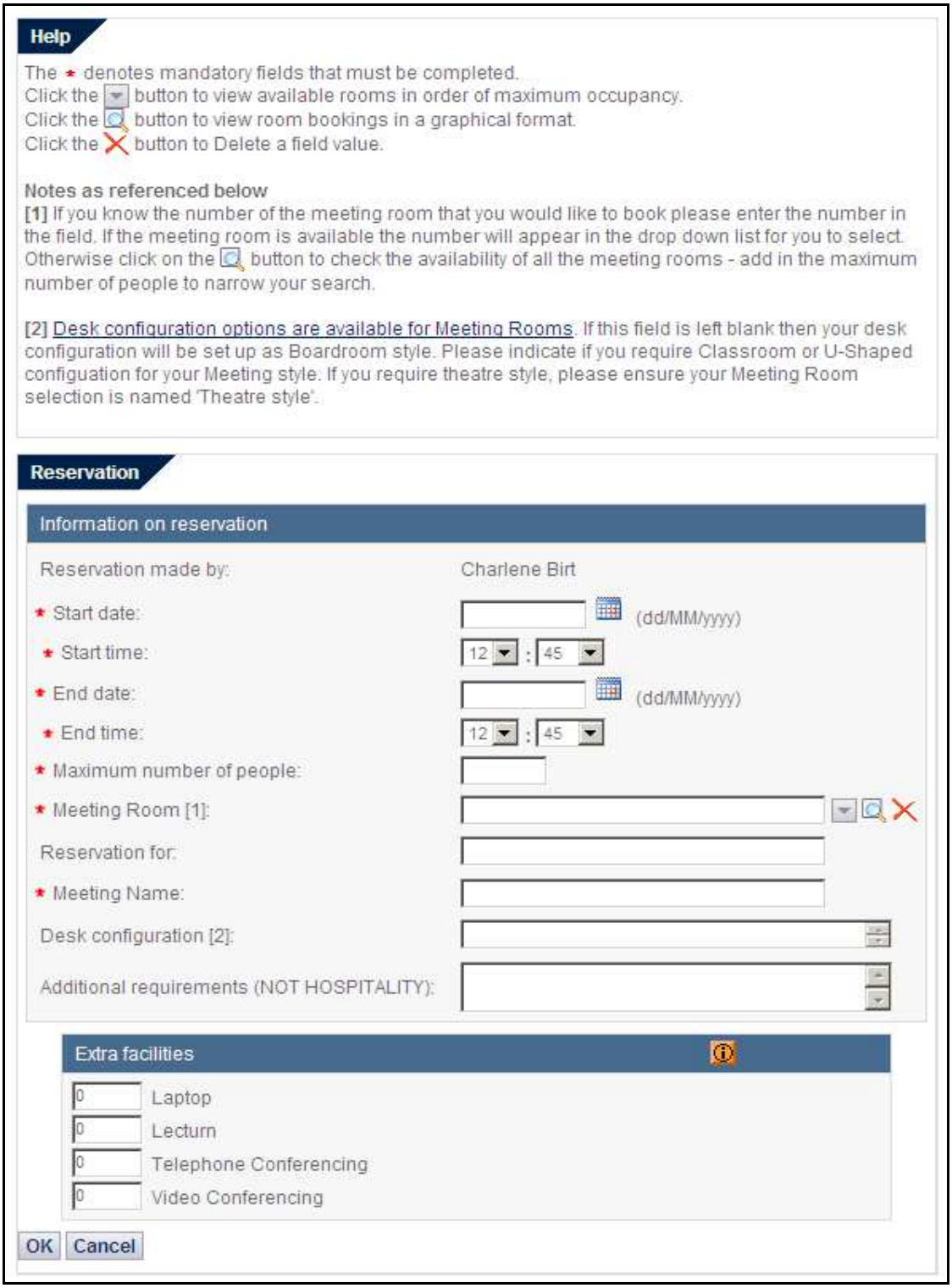
There are 4 search options available to you:

(a) Booked for – this is the name of person holding the meeting
(b) Meeting Description – type of reservation i.e. Interview
(c) Meeting date – if you know the reservation date or the approximate date
(d) Reference number – each reservation has a unique reference number assigned to it on creation.

Note – you do not need to complete all the fields, you can search using one or any number of the fields available.

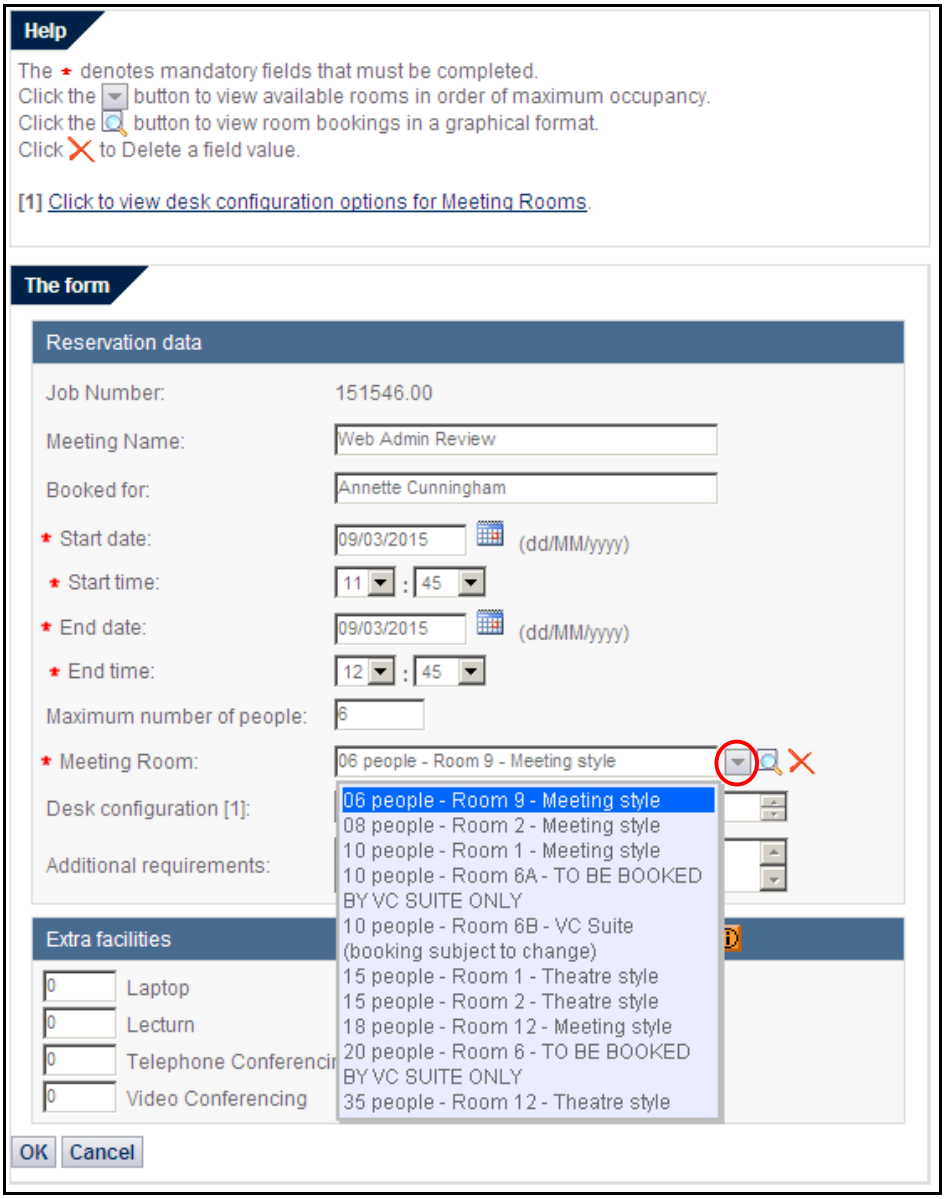
If you have existing Reservations they will be listed in date order.

To add a new reservation or check availability click **Add reservation/check availability**
A page similar to the following will be displayed:


Help
The * denotes mandatory fields that must be completed.
Click the button to view available rooms in order of maximum occupancy.
Click the button to view room bookings in a graphical format.
Click the button to Delete a field value.
Notes as referenced below
[1] If you know the number of the meeting room that you would like to book please enter the number in the field. If the meeting room is available the number will appear in the drop down list for you to select. Otherwise click on the button to check the availability of all the meeting rooms - add in the maximum number of people to narrow your search.
[2] Desk configuration options are available for Meeting Rooms. If this field is left blank then your desk configuration will be set up as Boardroom style. Please indicate if you require Classroom or U-Shaped configuation for your Meeting style. If you require theatre style, please ensure your Meeting Room selection is named 'Theatre style'.
Reservation
Information on reservation
Reservation made by:
Charlene Birt
* Start date:
(dd/MM/yyyy)
* Start time:
12 : 45
* End date:
(dd/MM/yyyy)
* End time:
12 : 45
* Maximum number of people:
* Meeting Room [1]:
Reservation for:
* Meeting Name:
Desk configuration [2]:
Additional requirements (NOT HOSPITALITY):
Extra facilities
0 Laptop
0 Lecturn
0 Telephone Conferencing
0 Video Conferencing
OK
Cancel

Complete the fields in order and **please note comments written in the *Help* section at the top of the page.**

If you know the Meeting Room number that you wish to book you can enter this to the **Meeting Room** field. The results will be displayed in a drop down list beneath the field for your selection. If the room that you require is not displayed, then it is not available and you should either enter a new meeting room number or click on the drop down function and this will list all the available meeting rooms in order of maximum occupancy.

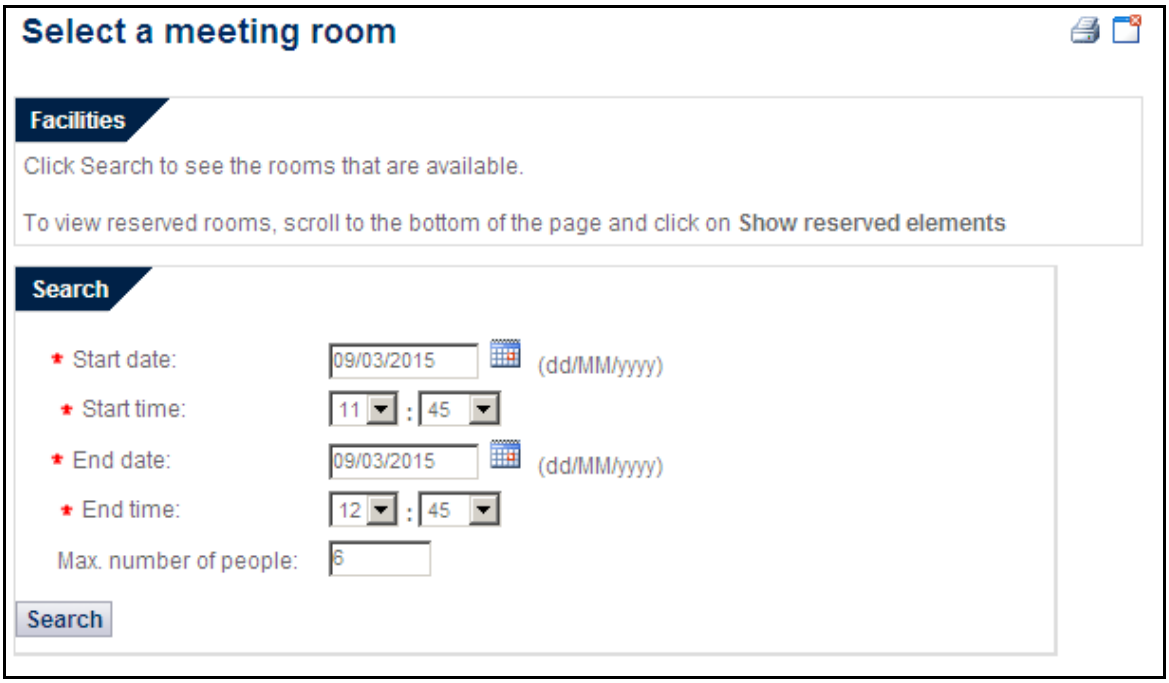

Help
The * denotes mandatory fields that must be completed.
Click the button to view available rooms in order of maximum occupancy.
Click the button to view room bookings in a graphical format.
Click to Delete a field value.
[1] Click to view desk configuration options for Meeting Rooms.
The form
Reservation data
Job Number:
151546.00
Meeting Name:
Web Admin Review
Booked for:
Annette Cunningham
* Start date:
09/03/2015
(dd/MM/yyyy)
* Start time:
11 : 45
* End date:
09/03/2015
(dd/MM/yyyy)
* End time:
12 : 45
Maximum number of people:
6
* Meeting Room:
06 people - Room 9 - Meeting style
Desk configuration [1]:
Additional requirements:
06 people - Room 9 - Meeting style
08 people - Room 2 - Meeting style
10 people - Room 1 - Meeting style
10 people - Room 6A - TO BE BOOKED BY VC SUITE ONLY
10 people - Room 6B - VC Suite (booking subject to change)
15 people - Room 1 - Theatre style
15 people - Room 2 - Theatre style
18 people - Room 12 - Meeting style
20 people - Room 6 - TO BE BOOKED BY VC SUITE ONLY
35 people - Room 12 - Theatre style
Extra facilities
0 Laptop
0 Lecturn
0 Telephone Conferenci
0 Video Conferencing
OK
Cancel

If you are **checking availability** you do not need to complete all the fields such as **Meeting Name**, **Start** and **End time**, but you should add the **Start date** and

the **Maximum number of people** so the results are filtered according to your requirements when using the pop-up Search function.

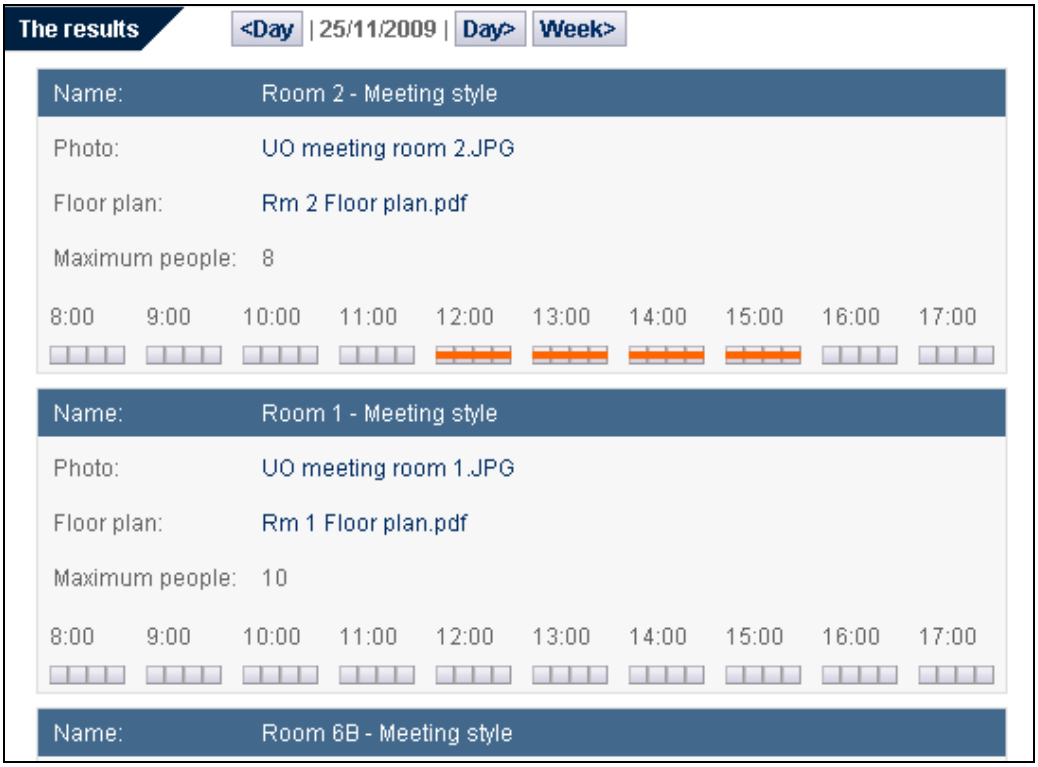
1.2.1 How to use the pop-up Search function to view availability

If you do not know the Meeting room number, or if it is not available in the drop down list after you have entered your choice in the **Meeting Room** field, or if you want to check on the availability of all the rooms, you can view the availability of the meeting rooms by clicking on the Search function. This will display the following pop-up page:



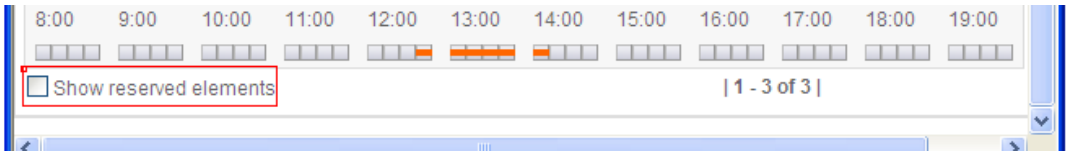
Then Click the Search button to show the available rooms

Note you can amend the date/time and click the Search button to view a different date

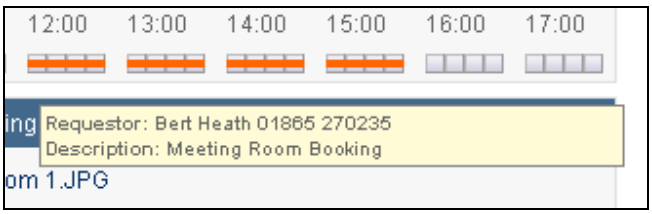

The results
<Day | 25/11/2009 | Day> Week>
Name: Room 2 - Meeting style
Photo: UO meeting room 2.JPG
Floor plan: Rm 2 Floor plan.pdf
Maximum people: 8
8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00
Name: Room 1 - Meeting style
Photo: UO meeting room 1.JPG
Floor plan: Rm 1 Floor plan.pdf
Maximum people: 10
8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00
Name: Room 6B - Meeting style

The list of meeting rooms is shown in order of Maximum People – with the lowest number to suit your requirements at the top.

To view rooms that are booked during your chosen time click on **Show reserved elements**. You will find this at the bottom of the page

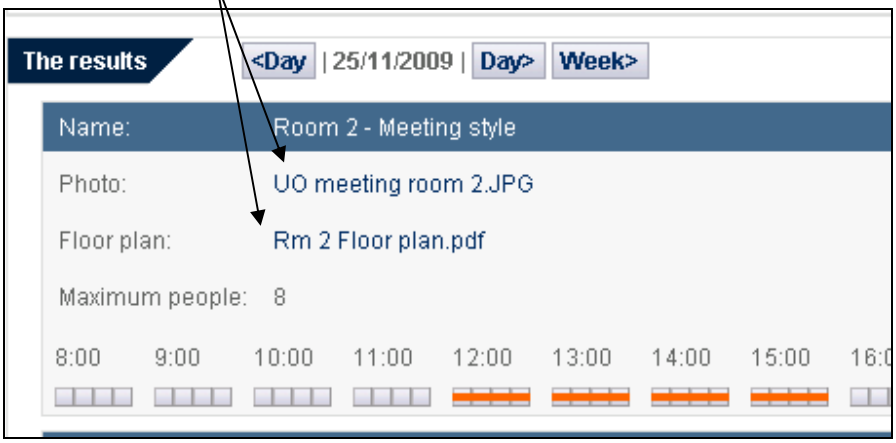


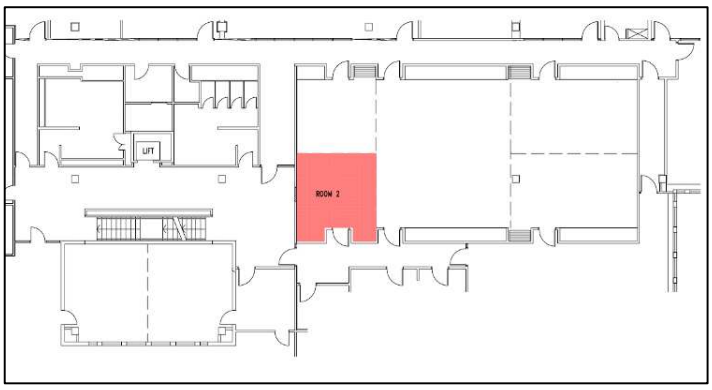
Existing bookings are shown with a red line. If you move the cursor over the red line a pop-up will be displayed showing who has booked the meeting room.



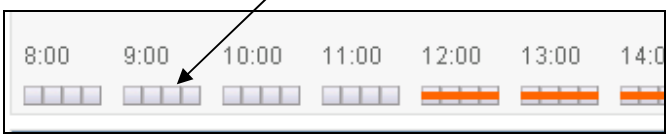
To check availability for alternative days click on the Day> Week> options.

You can view a photo of the room or the room layout (if available) by clicking on the following links

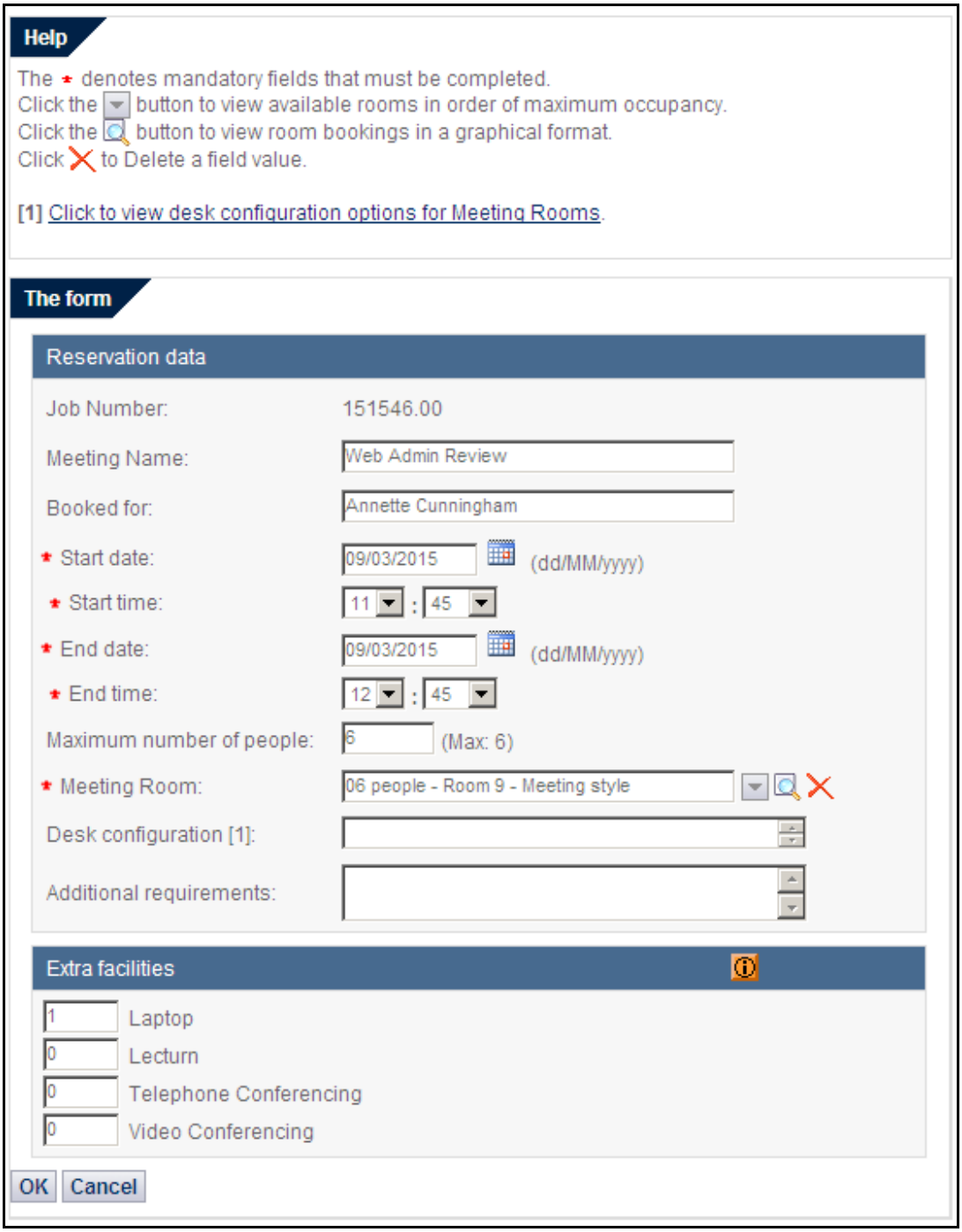




To select your room click on the unit that represents the start time of your meeting (they are shown in 15 minute units). To book a start time for 9.30, you would click on this unit



The pop-up screen will close and you will see the original Reservations page with the *Start time* and *Reservation Unit* fields populated.


Help
The * denotes mandatory fields that must be completed.
Click the button to view available rooms in order of maximum occupancy.
Click the button to view room bookings in a graphical format.
Click to Delete a field value.
[1] Click to view desk configuration options for Meeting Rooms.
The form
Reservation data
Job Number: 151546.00
Meeting Name: Web Admin Review
Booked for: Annette Cunningham
* Start date: 09/03/2015 (dd/MM/yyyy)
* Start time: 11 : 45
* End date: 09/03/2015 (dd/MM/yyyy)
* End time: 12 : 45
Maximum number of people: 6 (Max: 6)
* Meeting Room: 06 people - Room 9 - Meeting style
Desk configuration [1]:
Additional requirements:
Extra facilities
1 Laptop
0 Lecturn
0 Telephone Conferencing
0 Video Conferencing
OK
Cancel

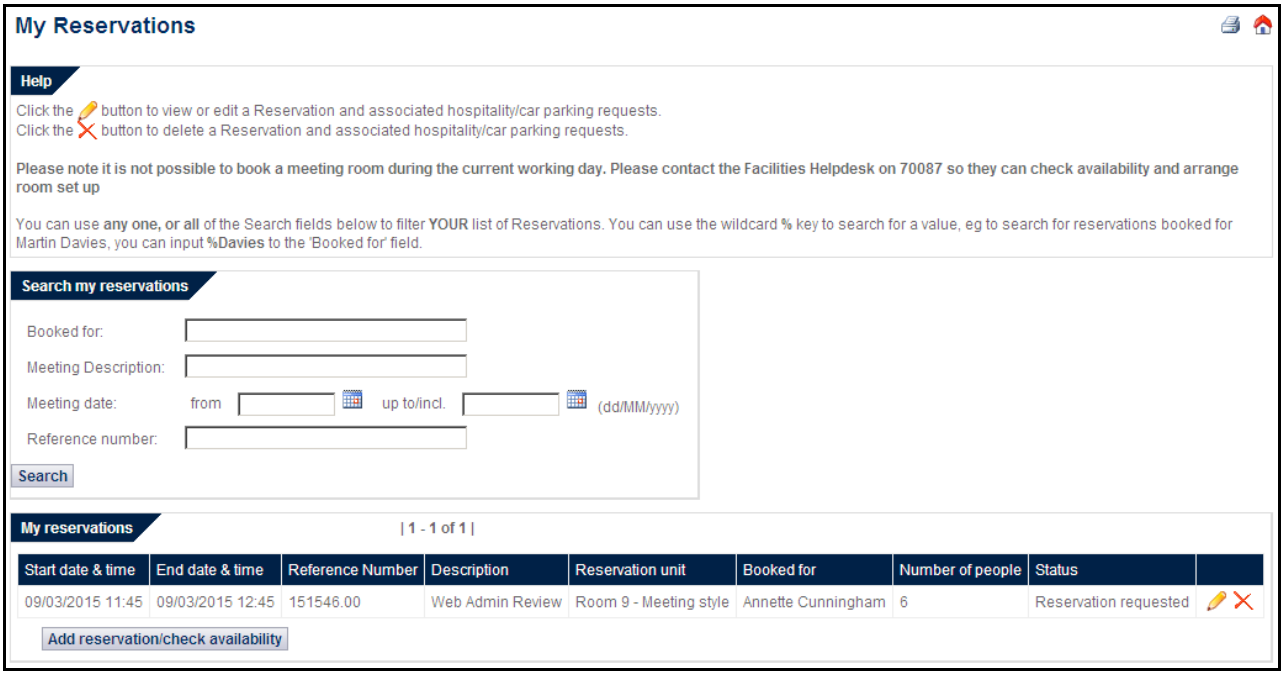
You can also book equipment by adding the number required from the **Extra facilities** options (if available). Please note, the system will check the availability of the equipment and advise if there is no availability for the meeting time slot.

Click OK to submit your Room reservation. You will be shown the **Overview page** with details of your Reservation.

Click OK this will take you to **My Reservations** page.

1.2.2 Editing a reservation

Edit your reservations by clicking on edit icon next to the reservation you wish to amend on **My Reservations** home page.


My Reservations
Help
Click the button to view or edit a Reservation and associated hospitality/car parking requests.
Click the button to delete a Reservation and associated hospitality/car parking requests.
Please note it is not possible to book a meeting room during the current working day. Please contact the Facilities Helpdesk on 70087 so they can check availability and arrange room set up
You can use any one, or all of the Search fields below to filter YOUR list of Reservations. You can use the wildcard % key to search for a value, eg to search for reservations booked for Martin Davies, you can input %Davies to the 'Booked for' field.
Search my reservations
Booked for:
Meeting Description:
Meeting date:
from
up to/incl.
(dd/MM/yyyy)
Reference number:
Search
My reservations
| 1 - 1 of 1 |
Start date & time
End date & time
Reference Number
Description
Reservation unit
Booked for
Number of people
Status
09/03/2015 11:45
09/03/2015 12:45
151546.00
Web Admin Review
Room 9 - Meeting style
Annette Cunningham
6
Reservation requested
Add reservation/check availability

This will open the **Overview page**.

Click Edit reservation this will open the reservation form for you to amend times, dates and number of meeting attendants.

1.3 How to order hospitality

1.3.1 Order hospitality linked to a meeting room booking

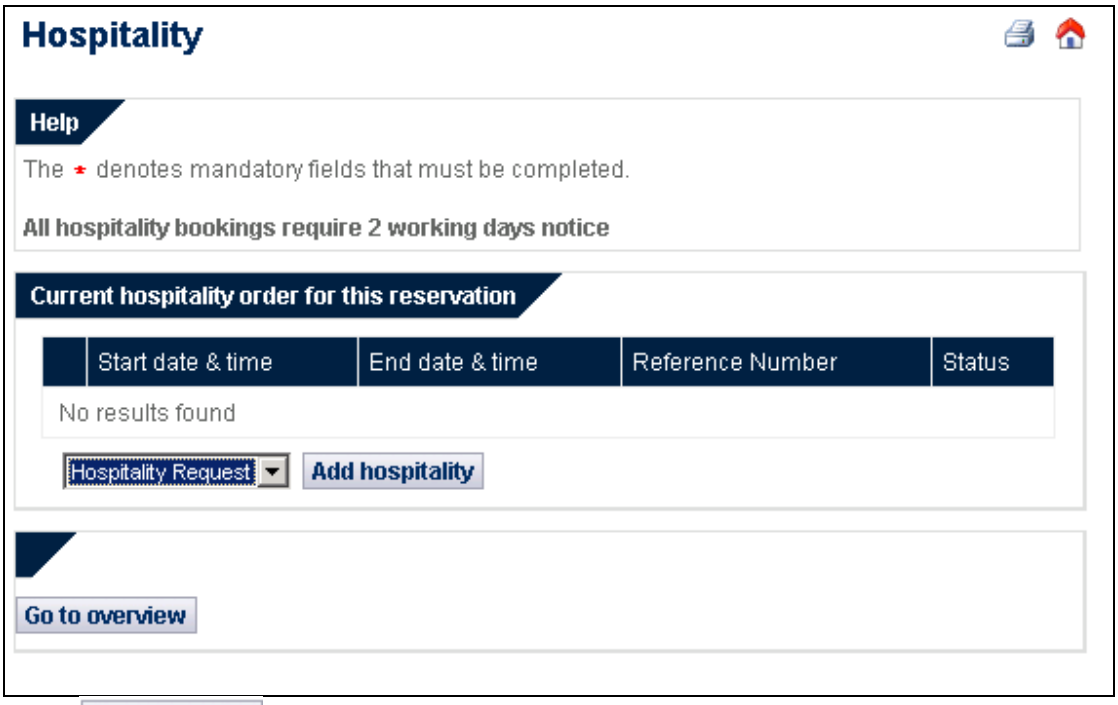
You can order hospitality to be delivered to your meeting room. Click on the Add/Edit Hospitality button at the bottom of the **Overview page** immediately after submitting your Room Reservation.

You can add Hospitality to an existing Room Reservation by clicking on the edit icon for the Reservation from the list on the **My Reservations** page.

My Reservations
Help
Click the button to edit a Reservation and associated hospitality/car parking requests.
Click the button to delete a Reservation and associated hospitality/car parking requests.
Please note it is not possible to book a meeting room during the current working day. Please contact the Facilities Helpdesk on 70087 so they can check availability and arrange room set up
Reservations
| 1 - 11 of 11 |
Start date & time
End date & time
Reference Number
Description
Reservation unit
Status
25/11/2009 9:00
25/11/2009 12:00
34152.00
Facilities Meeting
Room 8 - Meeting style
R2 - Reservation booked
25/11/2009 9:00
25/11/2009 12:00
34146.00
BESC Meeting
Room 3 - Meeting style
R1 - Reservation requested
25/11/2009 9:30
25/11/2009 10:30
34302.00
Facilities Management Review
Room 2 - Meeting style
R1 - Reservation requested

This will display the **Overview page**. Click on the Add/Edit Hospitality button.

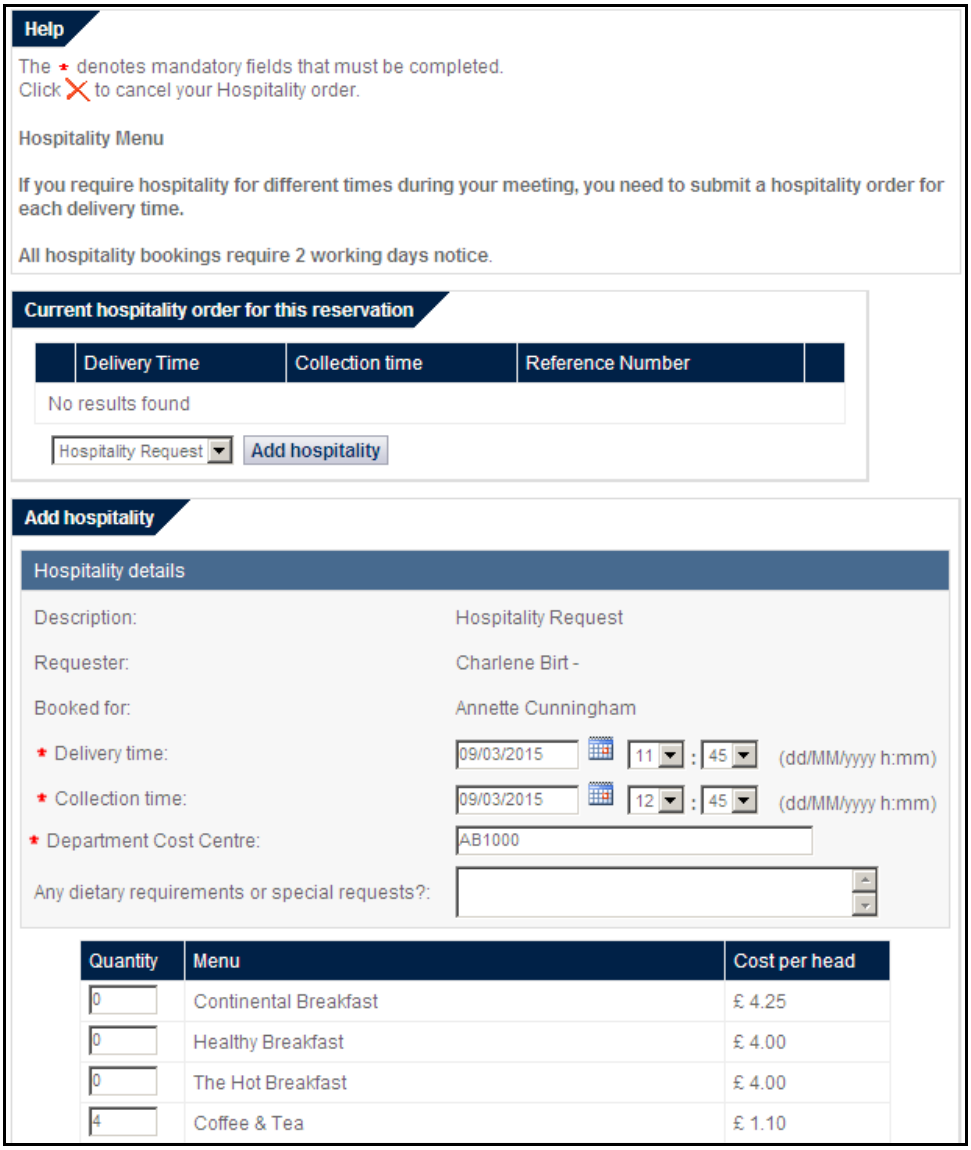
The **Hospitality** page will be shown as below:



Click Add hospitality

Note in some cases there is more than one option for hospitality – this could be a choice of menu or location. You can check this by clicking on the drop down icon.

The hospitality booking form with menu will be shown.



Complete the fields and add the number required against your selection.

The £ total value of your order will be shown at the bottom of the screen

Click Submit hospitality to take you to the **Hospitality confirmation** page.

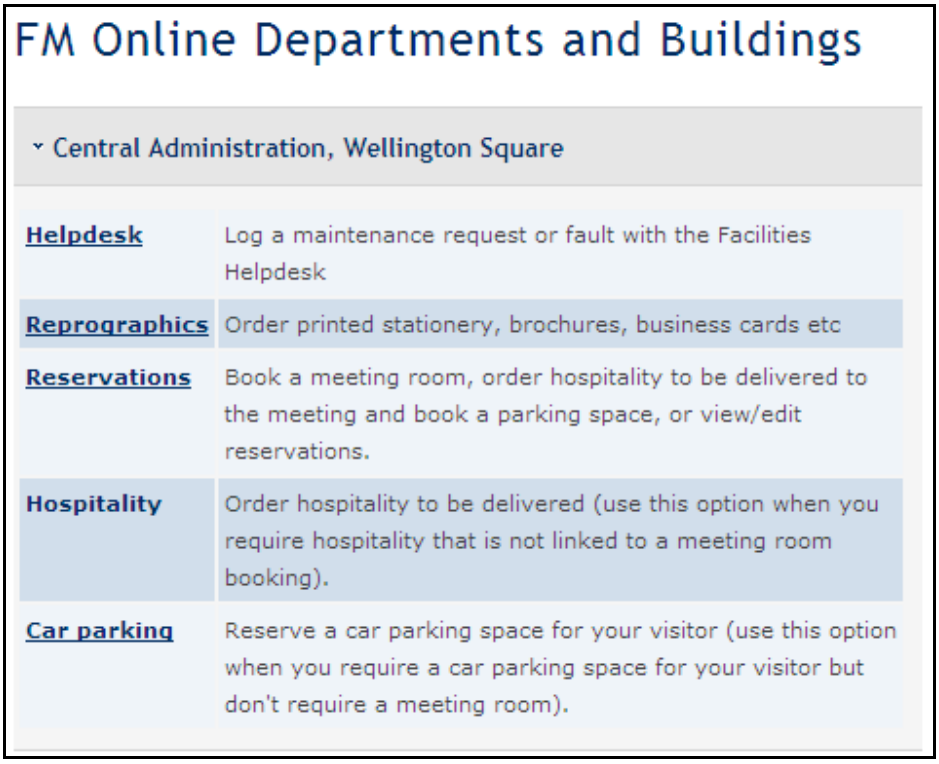
Click Go to overview to return to the **Overview page**

Your Hospitality request has been booked.

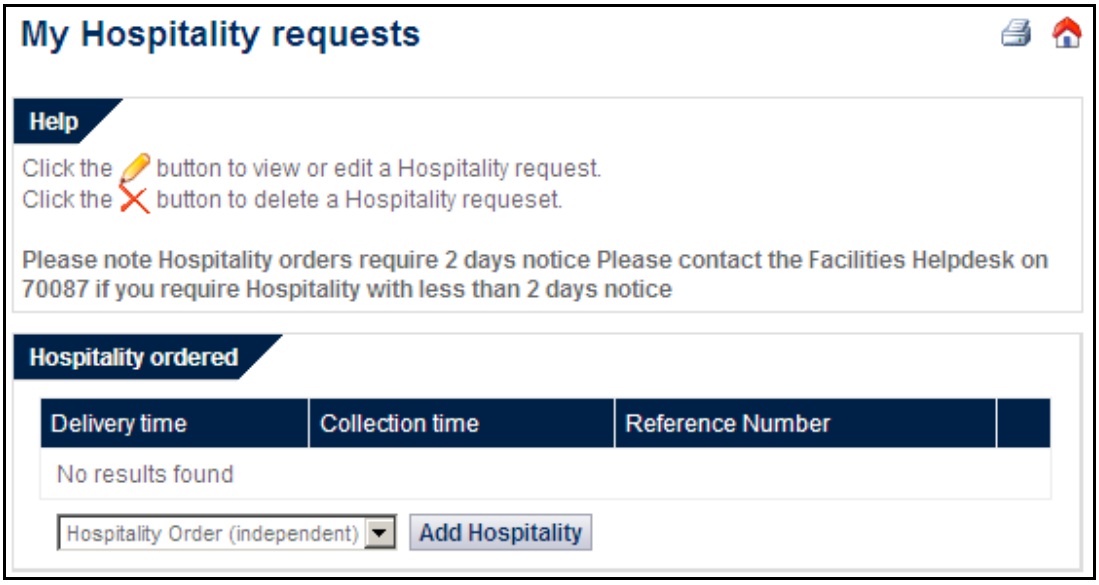
Click OK to return to the **My Reservations** page or click on Add/Edit Car Parking if you need to book a parking space for your visitor (see Section 1.4)

1.3.2 Order hospitality independently of a meeting room booking

Click on **Hospitality** from the FM Online home page **for your building**.


FM Online Departments and Buildings
Central Administration, Wellington Square
Helpdesk
Log a maintenance request or fault with the Facilities Helpdesk
Reprographics
Order printed stationery, brochures, business cards etc
Reservations
Book a meeting room, order hospitality to be delivered to the meeting and book a parking space, or view/edit reservations.
Hospitality
Order hospitality to be delivered (use this option when you require hospitality that is not linked to a meeting room booking).
Car parking
Reserve a car parking space for your visitor (use this option when you require a car parking space for your visitor but don't require a meeting room).

The following page will be displayed:

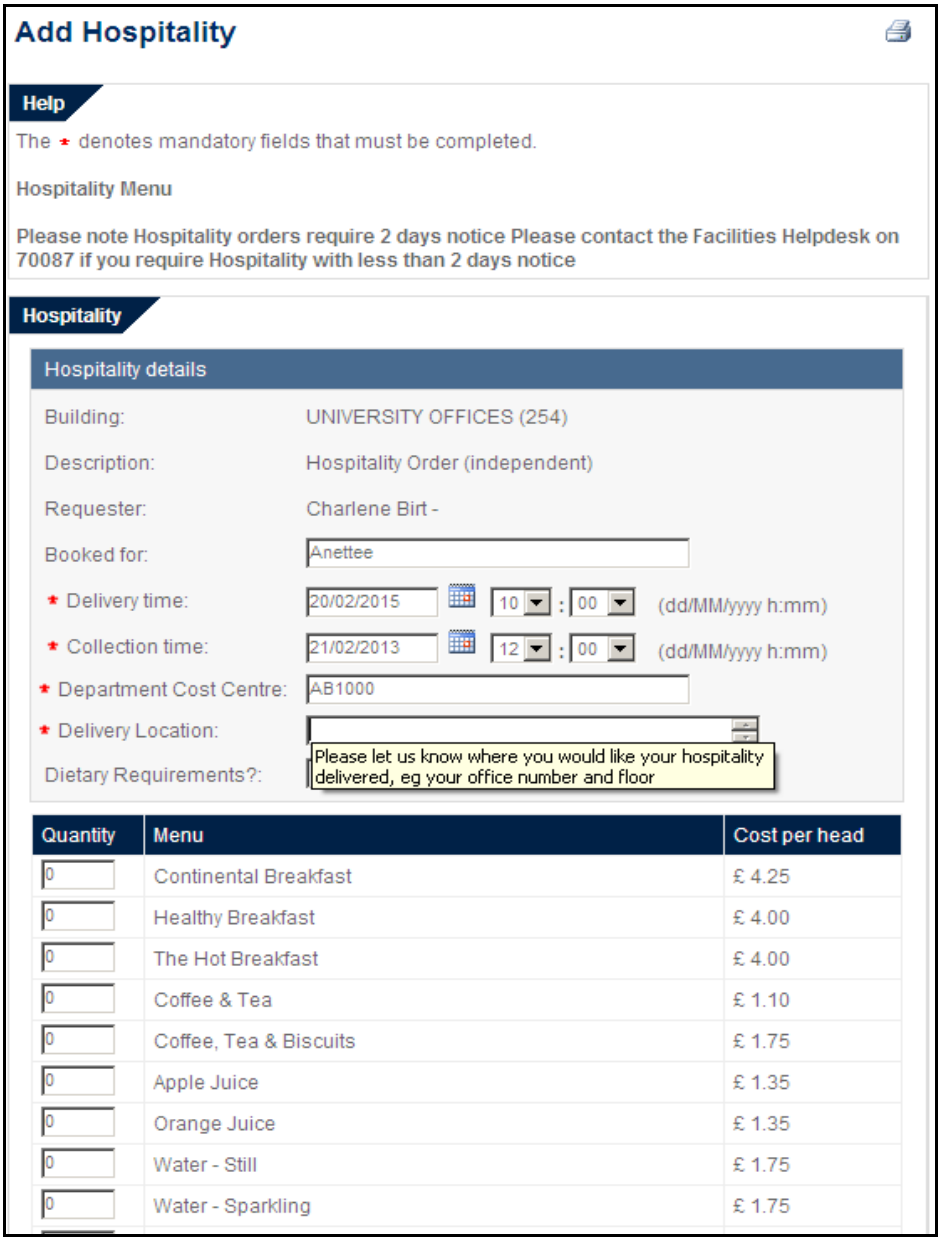

My Hospitality requests
Help
Click the button to view or edit a Hospitality request.
Click the button to delete a Hospitality requeset.
Please note Hospitality orders require 2 days notice Please contact the Facilities Helpdesk on 70087 if you require Hospitality with less than 2 days notice
Hospitality ordered
Delivery time
Collection time
Reference Number
No results found
Hospitality Order (independent)
Add Hospitality

If you have existing Hospitality orders they will be listed in date order. These can be edited by clicking on the edit icon.

Note there may be a restriction on the notice that you have to provide depending on the catering unit who provides your service.

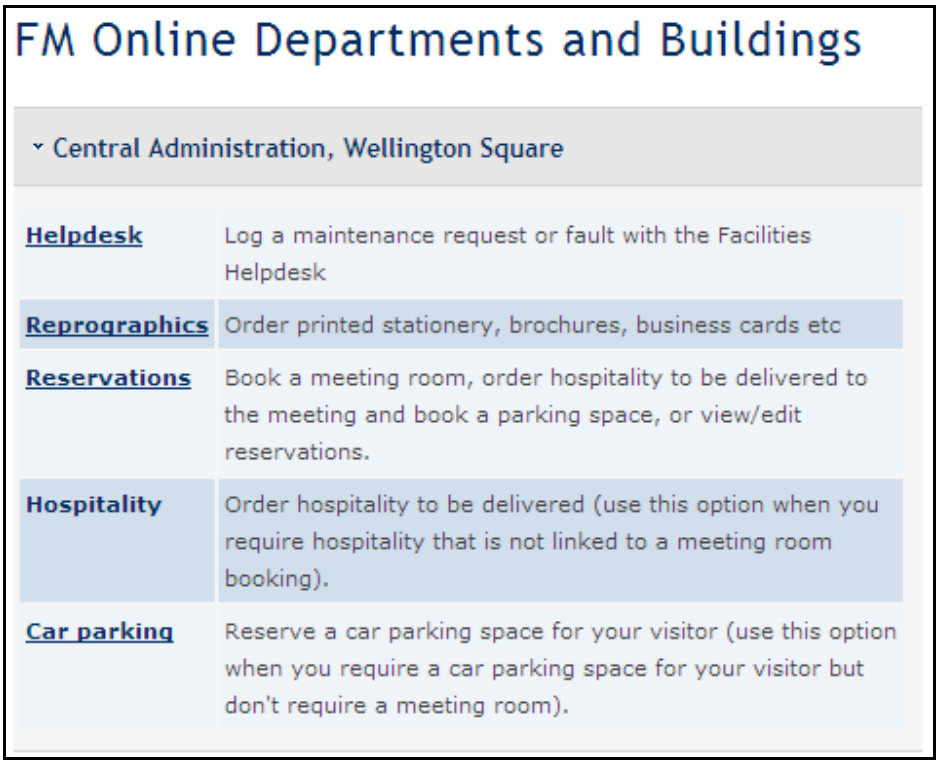
To add a new Hospitality order click **Add Hospitality**

The hospitality booking form with menu will be shown. Complete all the fields; add the number required against your selection and details of the delivery location. Delivery details must include the location.


Add Hospitality
Help
The * denotes mandatory fields that must be completed.
Hospitality Menu
Please note Hospitality orders require 2 days notice Please contact the Facilities Helpdesk on 70087 if you require Hospitality with less than 2 days notice
Hospitality
Hospitality details
Building: UNIVERSITY OFFICES (254)
Description: Hospitality Order (independent)
Requester: Charlene Birt -
Booked for: Anettee
* Delivery time: 20/02/2015 10 : 00 (dd/MM/yyyy h:mm)
* Collection time: 21/02/2013 12 : 00 (dd/MM/yyyy h:mm)
* Department Cost Centre: AB1000
* Delivery Location:
Dietary Requirements?:
Please let us know where you would like your hospitality delivered, eg your office number and floor
Quantity Menu Cost per head
0 Continental Breakfast £ 4.25
0 Healthy Breakfast £ 4.00
0 The Hot Breakfast £ 4.00
0 Coffee & Tea £ 1.10
0 Coffee, Tea & Biscuits £ 1.75
0 Apple Juice £ 1.35
0 Orange Juice £ 1.35
0 Water - Still £ 1.75
0 Water - Sparkling £ 1.75

1.3.3 How to cancel/edit Hospitality (independently of meeting room cancellation)

If you need to amend an existing **independent** hospitality booking, click **Hospitality** link on FM Online home page **for your building**.


FM Online Departments and Buildings
Central Administration, Wellington Square
Helpdesk
Log a maintenance request or fault with the Facilities Helpdesk
Reprographics
Order printed stationery, brochures, business cards etc
Reservations
Book a meeting room, order hospitality to be delivered to the meeting and book a parking space, or view/edit reservations.
Hospitality
Order hospitality to be delivered (use this option when you require hospitality that is not linked to a meeting room booking).
Car parking
Reserve a car parking space for your visitor (use this option when you require a car parking space for your visitor but don't require a meeting room).

This will open the following page:

My Hospitality requests
Help
Click the button to view or edit a Hospitality request.
Click the button to delete a Hospitality requeset.
Please note Hospitality orders require 2 days notice Please contact the Facilities Helpdesk on 70087 if you require Hospitality with less than 2 days notice
Hospitality ordered
| 1 - 1 of 1 |
Delivery time
Collection time
Reference Number
28/02/2014 14:30
28/02/2014 16:00
152002.00
Hospitality Order (independent)
Add Hospitality

Click on the Edit icon on the **My Hospitality requests** page this will open the Change hospitality page or click on to delete the request completely.

1.4 How to book a parking space

There are 2 options available for booking a parking space:

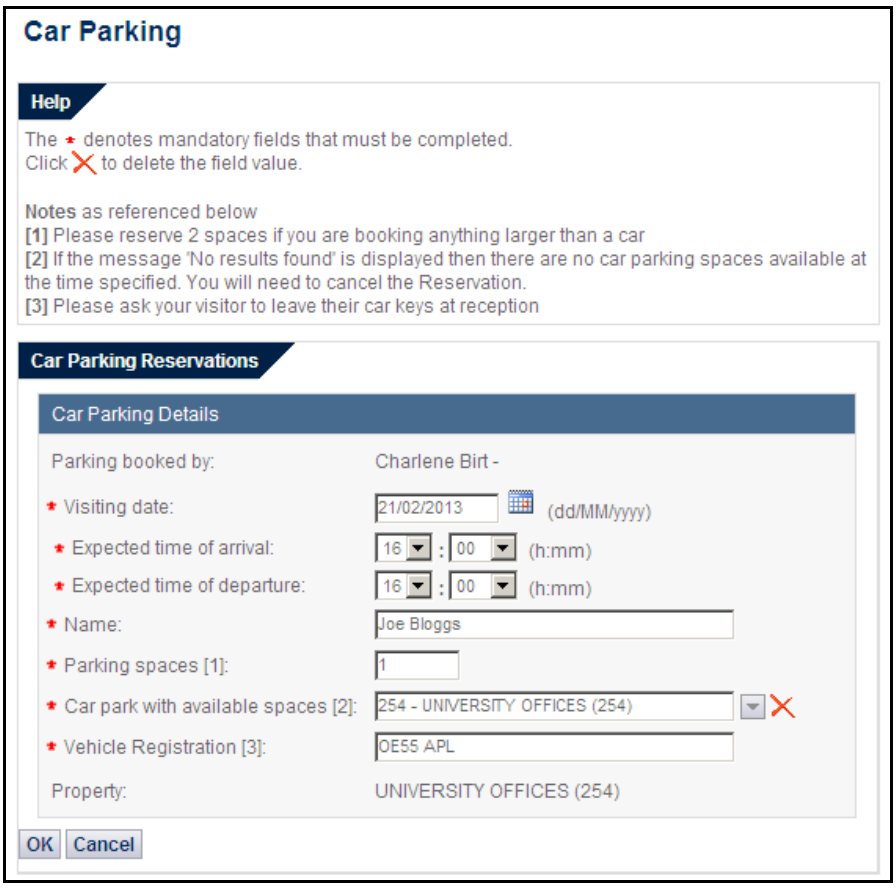
- Book parking linked to a meeting room booking
- Book parking independently of a meeting room booking

1.4.1 Book parking linked to a meeting room booking

You can add a parking request to your Reservation booking by clicking on **Add/Edit Car Parking** at the bottom of the **Overview page**.

Click Add/Edit Car Parking. Then click Add Car Parking

Complete the fields as shown below.

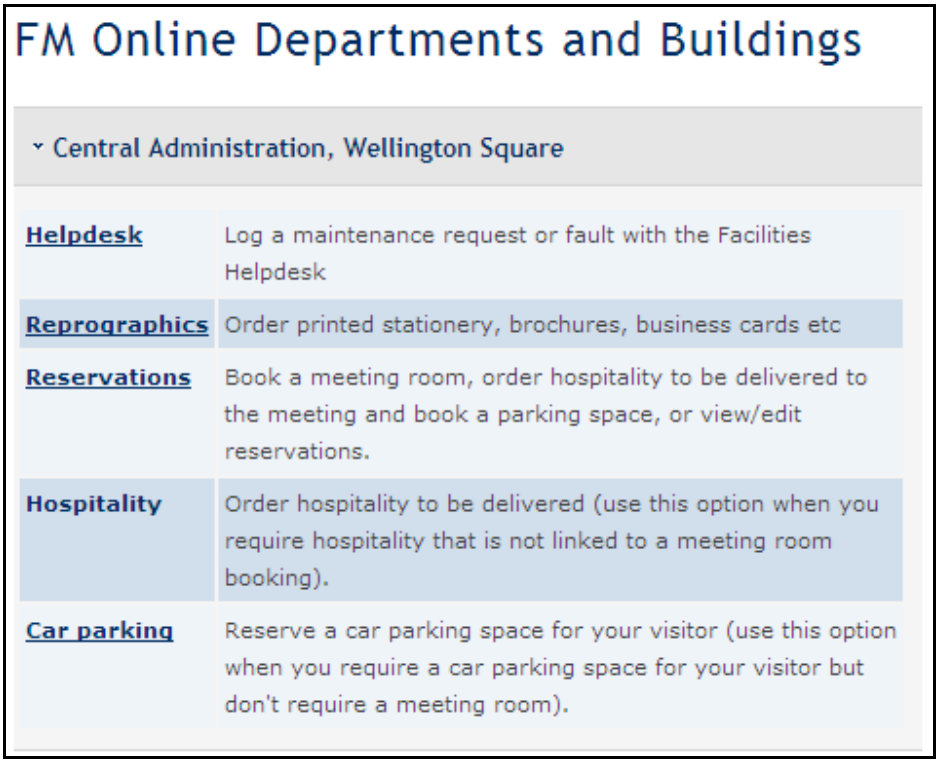

Car Parking
Help
The * denotes mandatory fields that must be completed.
Click to delete the field value.
Notes as referenced below
[1] Please reserve 2 spaces if you are booking anything larger than a car
[2] If the message 'No results found' is displayed then there are no car parking spaces available at the time specified. You will need to cancel the Reservation.
[3] Please ask your visitor to leave their car keys at reception
Car Parking Reservations
Car Parking Details
Parking booked by:
Charlene Birt -
* Visiting date:
21/02/2013
(dd/MM/yyyy)
* Expected time of arrival:
16 : 00
(h:mm)
* Expected time of departure:
16 : 00
(h:mm)
* Name:
Joe Bloggs
* Parking spaces [1]:
1
* Car park with available spaces [2]:
254 - UNIVERSITY OFFICES (254)
* Vehicle Registration [3]:
OE55 APL
Property:
UNIVERSITY OFFICES (254)
OK
Cancel

Please add the name of the visitor, the car registration if known (otherwise write 'unknown').

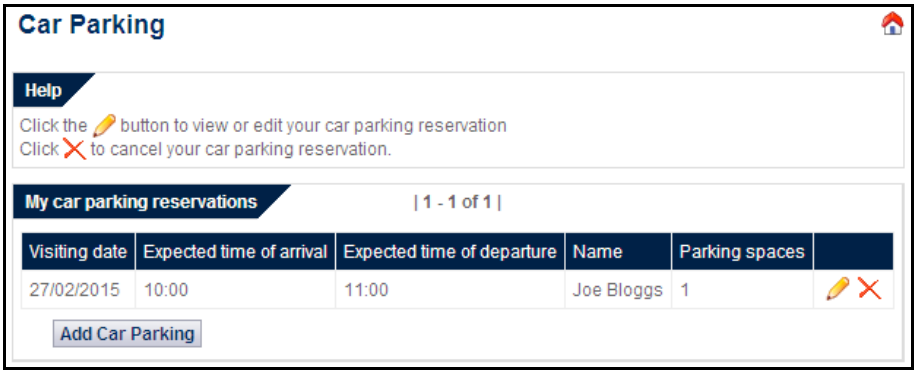
Click OK

1.4.2 Book parking independently of a meeting room booking

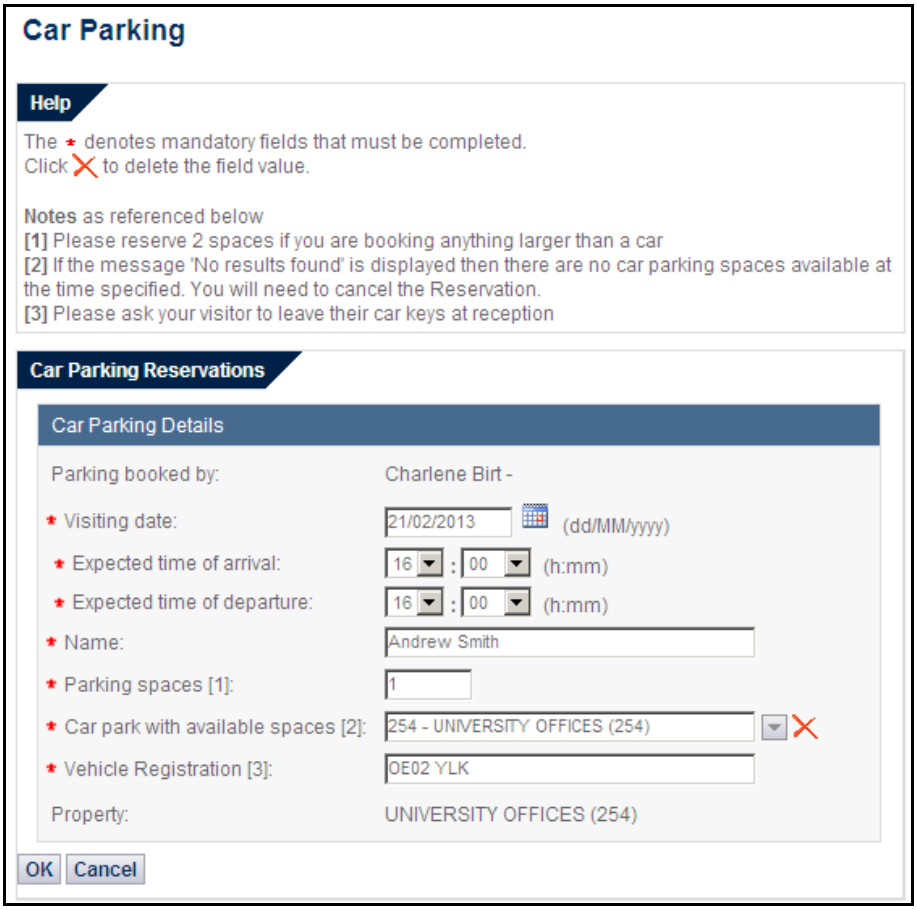
Click on the **Car parking** link on the FM Online home page **for your building** (If available).


FM Online Departments and Buildings
Central Administration, Wellington Square
Helpdesk
Log a maintenance request or fault with the Facilities Helpdesk
Reprographics
Order printed stationery, brochures, business cards etc
Reservations
Book a meeting room, order hospitality to be delivered to the meeting and book a parking space, or view/edit reservations.
Hospitality
Order hospitality to be delivered (use this option when you require hospitality that is not linked to a meeting room booking).
Car parking
Reserve a car parking space for your visitor (use this option when you require a car parking space for your visitor but don't require a meeting room).

The Car Parking page will list any other **independent** car parking reservations.



Click Add Car Parking and complete fields.


Car Parking
Help
The * denotes mandatory fields that must be completed.
Click to delete the field value.
Notes as referenced below
[1] Please reserve 2 spaces if you are booking anything larger than a car
[2] If the message 'No results found' is displayed then there are no car parking spaces available at the time specified. You will need to cancel the Reservation.
[3] Please ask your visitor to leave their car keys at reception
Car Parking Reservations
Car Parking Details
Parking booked by:
Charlene Birt -
* Visiting date:
21/02/2013
(dd/MM/yyyy)
* Expected time of arrival:
16 : 00
(h:mm)
* Expected time of departure:
16 : 00
(h:mm)
* Name:
Andrew Smith
* Parking spaces [1]:
1
* Car park with available spaces [2]:
254 - UNIVERSITY OFFICES (254)
* Vehicle Registration [3]:
OE02 YLK
Property:
UNIVERSITY OFFICES (254)
OK
Cancel

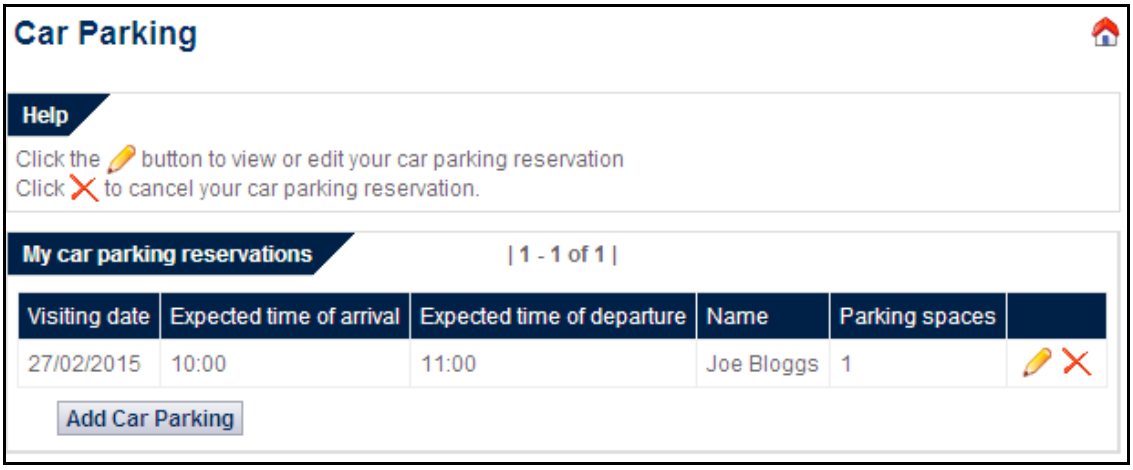
Please add the name of the visitor, the car registration if known (otherwise write 'unknown').

Click OK to submit.

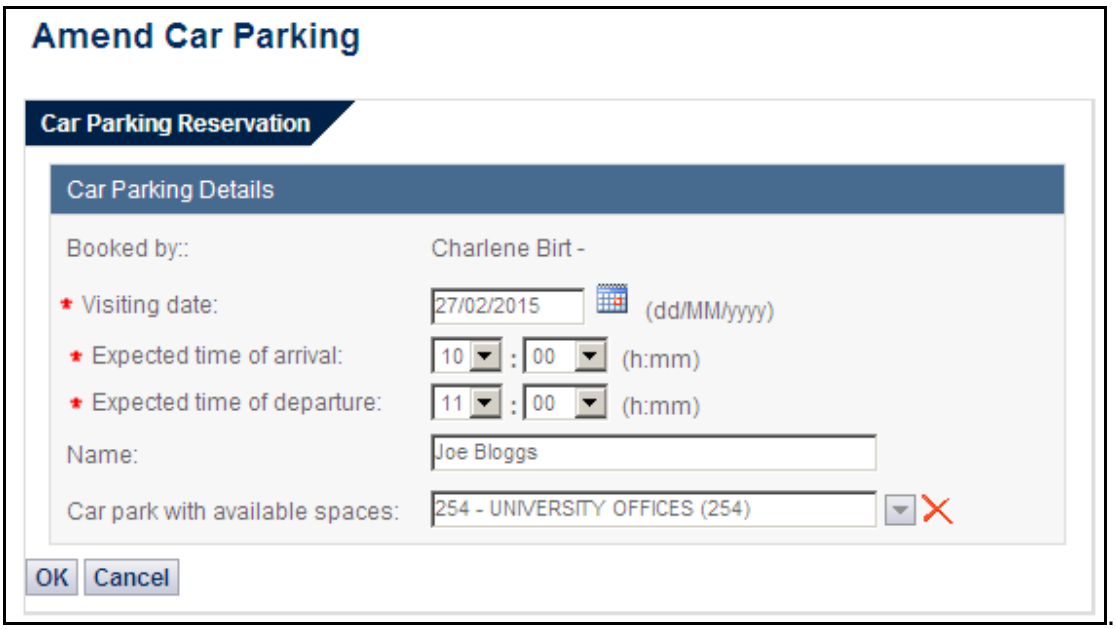
1.4.3 How to cancel/edit Car parking (independently of meeting room cancellation)

If you need to amend an independent Car parking booking click **Car parking** link on the FM Online home page **for your building**.

This will open the following page:



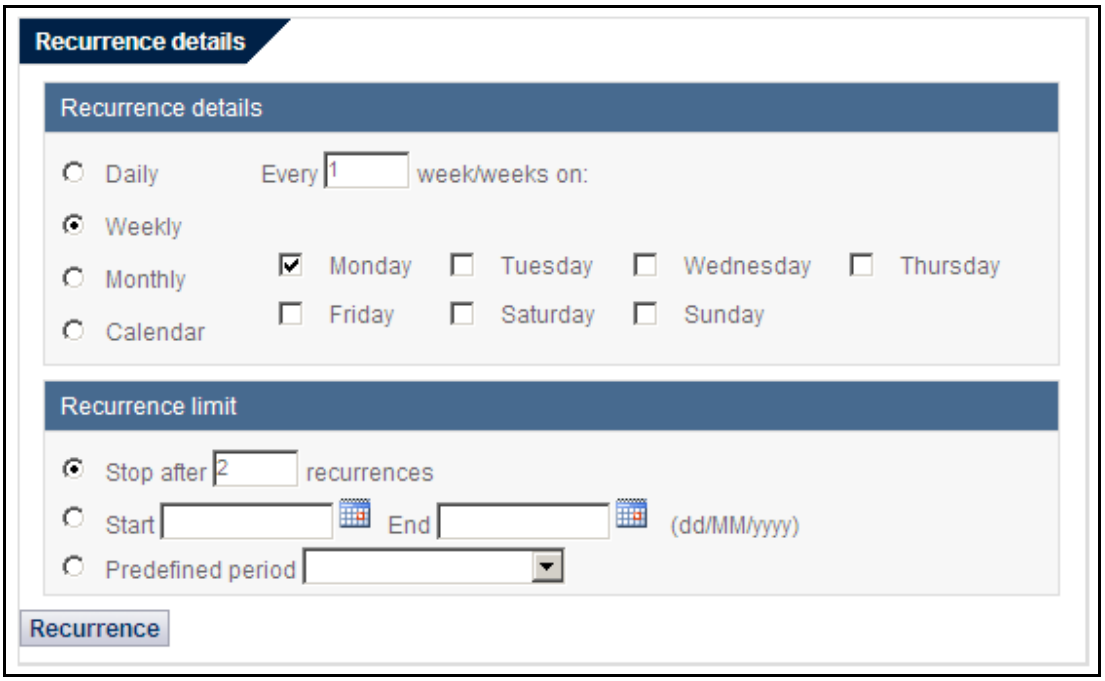
Click on the edit icon on the **Car parking** page this will open the **Amend Car Parking** page or click on to delete the request completely.



After making necessary changes click OK, this will take you back to the **Car parking overview** page.

1.5 Recurring Reservations

If your meeting is recurring, click on the Recurrence button at the bottom of the **Overview page** and complete the relevant fields as shown below according to your meeting schedule.



On completion, click on the Recurrence button to return to the *Overview* page.

*Note – please ensure there is a value in the **Every** box for Daily, Weekly or Monthly recurrence.*

You can also use the Predefined period drop down to select a Term

Your recurring reservations will be listed in date order.

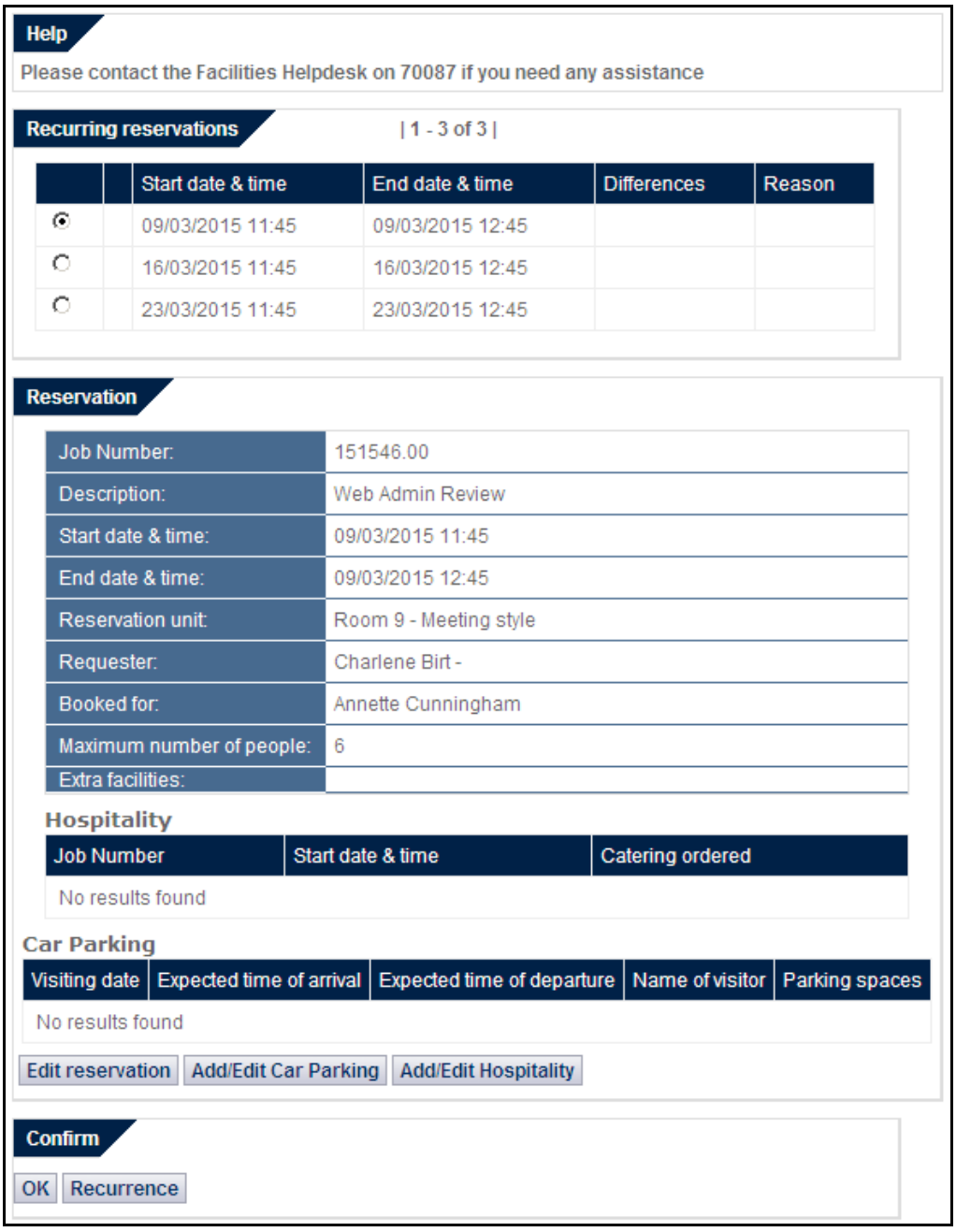
If you wish to cancel the Recurring Reservations, you will be given the option to Cancel repeat at the bottom of the **Overview page.**

The system will flag if there are any discrepancies with the meetings. This symbol will be shown with an explanation in the **Differences** column to inform you.

1.5.1 Editing recurrent reservations and linked Car parking and Hospitality

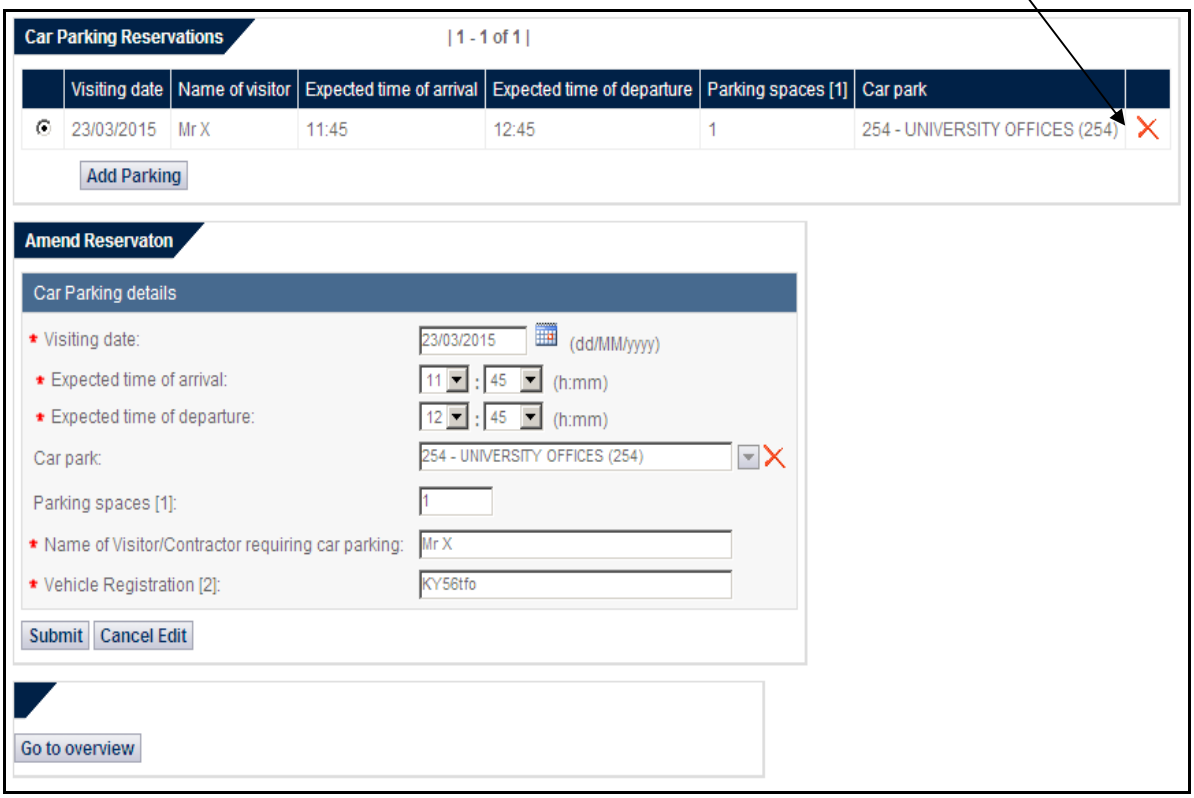
If you wish to edit one of your recurrent reservations:
Click ◉ next to the reservation you wish to change and then click Edit reservation.

This will take you back to the reservation form where you can change times, dates and the number of attendance. You can also edit the car parking and hospitality for individual recurrent meetings.



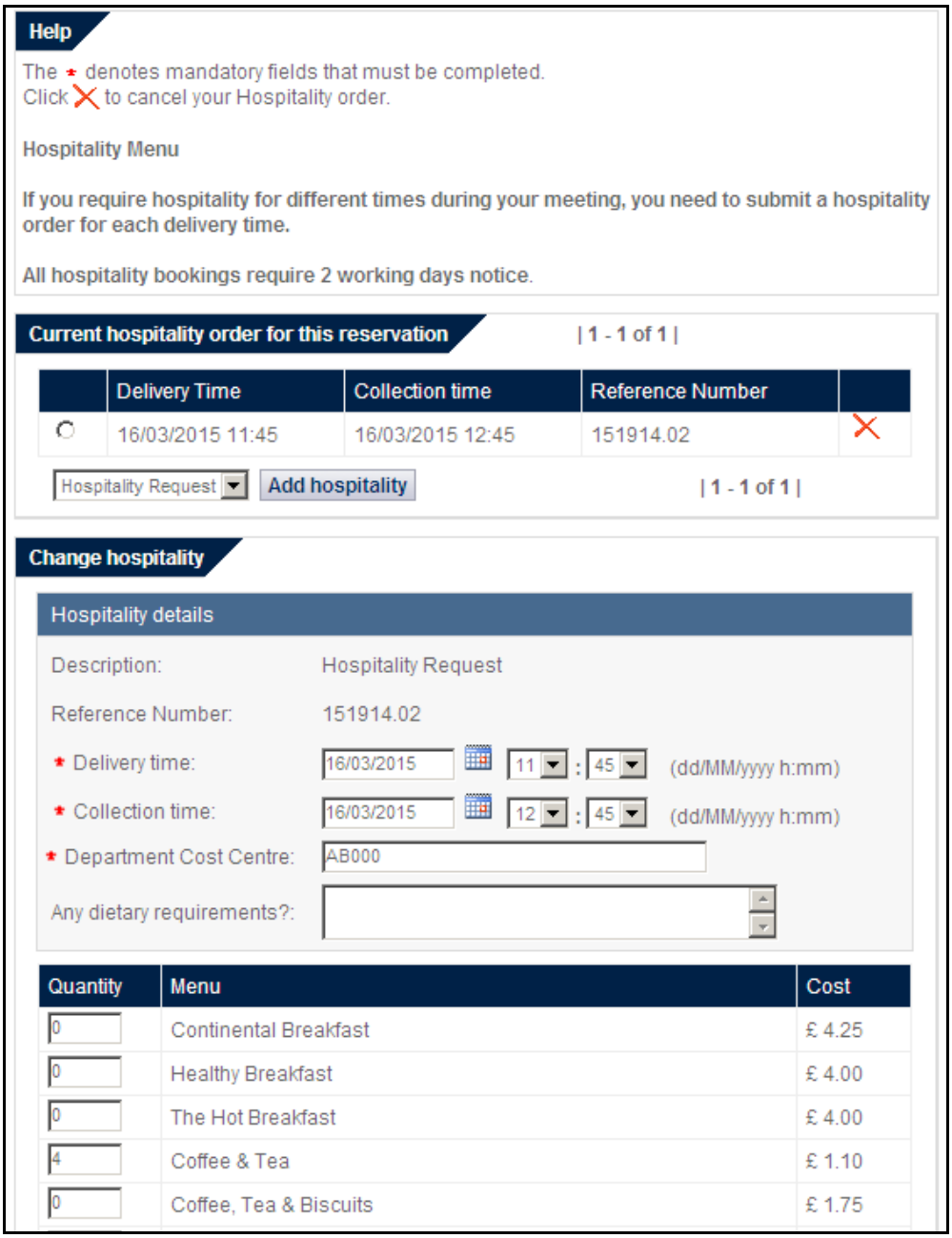
1.5.2 Editing Car parking linked to a recurrent reservation

Click ◉ next to the meeting you wish to amend, and then click Add/Edit Car Parking this will take you to 'Car parking reservations' where you can click ◉ against the booking, this will open **Amend Reservation** to amend or click on the ✕ to delete it completely.



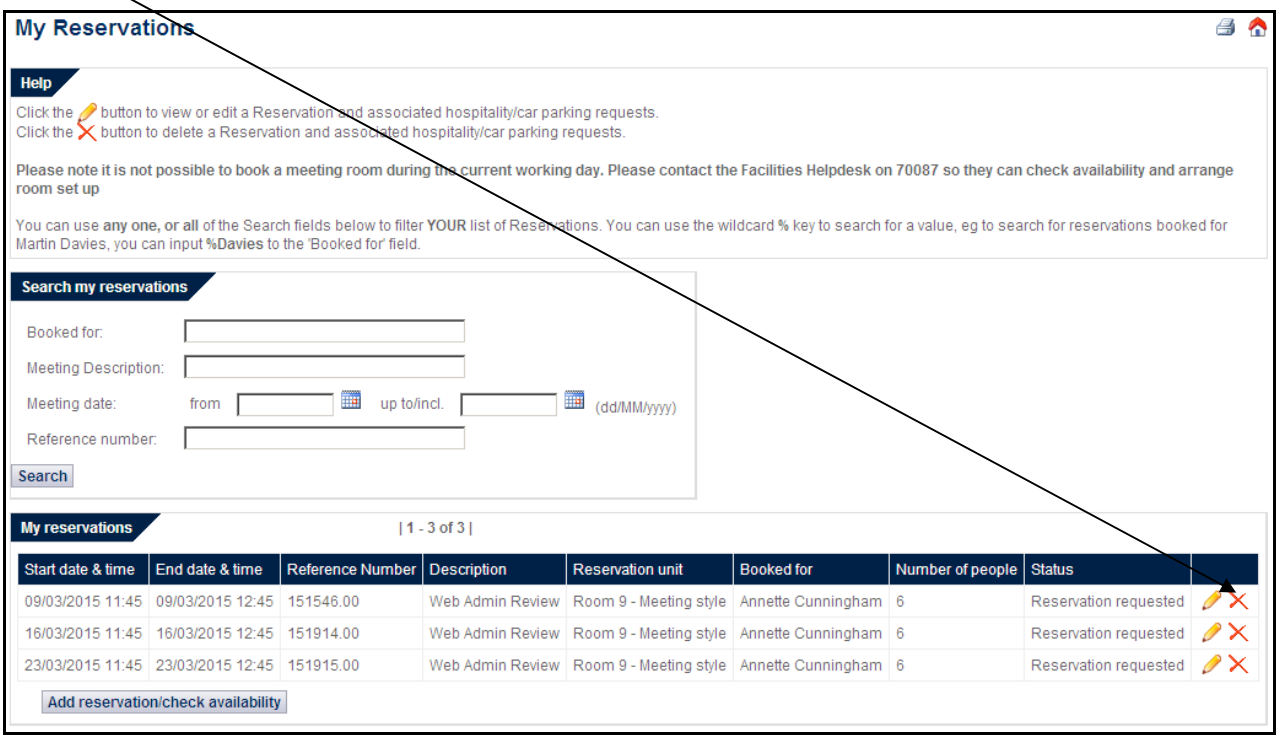
1.5.3 Editing Hospitality linked to a recurrent Reservation

Click ◉ next to the meeting you want to amend, and then click Add/Edit Hospitality this will take you to **Current hospitality orders for this reservation** where you can click ◉ against the hospitality booking, this will open **Change hospitality** to amend the booking or click on the ✕ to delete it completely.



1.6 How to cancel a room booking and associated reservations

To cancel a meeting room booking and linked Hospitality and Car Parking click on ✕ for the associated record.


My Reservations
Help
Click the button to view or edit a Reservation and associated hospitality/car parking requests.
Click the button to delete a Reservation and associated hospitality/car parking requests.
Please note it is not possible to book a meeting room during the current working day. Please contact the Facilities Helpdesk on 70087 so they can check availability and arrange room set up
You can use any one, or all of the Search fields below to filter YOUR list of Reservations. You can use the wildcard % key to search for a value, eg to search for reservations booked for Martin Davies, you can input %Davies to the 'Booked for' field.
Search my reservations
Booked for:
Meeting Description:
Meeting date: from up to/incl. (dd/MM/yyyy)
Reference number:
Search
My reservations
| 1 - 3 of 3 |
Start date & time
End date & time
Reference Number
Description
Reservation unit
Booked for
Number of people
Status
09/03/2015 11:45
09/03/2015 12:45
151546.00
Web Admin Review
Room 9 - Meeting style
Annette Cunningham
6
Reservation requested
16/03/2015 11:45
16/03/2015 12:45
151914.00
Web Admin Review
Room 9 - Meeting style
Annette Cunningham
6
Reservation requested
23/03/2015 11:45
23/03/2015 12:45
151915.00
Web Admin Review
Room 9 - Meeting style
Annette Cunningham
6
Reservation requested
Add reservation/check availability

If the cancellation is successful you will see the following page.

Please note there are restrictions on the notice period for cancelling a meeting room and Hospitality. You will receive a message with further instructions if the notice period is not sufficient.